



## Department Description

The General Services Department is comprised of eight distinct divisions/programs. The Department operates with a core mission to provide the most efficient and effective service to the residents and visitors of San Diego and to its fellow City departments with every member of the Department striving for excellence in public service. Included in the General Services Department are the following divisions:

- Communications Division
- Facilities Division
- Fleet Services Division
- Publishing Services Division
- Street Division

In addition, the Department manages the following programs:

- Contracts (under Facilities)
- Department Administration
- Public Works Dispatch Center (under Street)



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## Division Description

The Communications Division provides primary service delivery for wireless communications technologies; engineers, installs, operates, and maintains private, metropolitan-wide, wireless voice and data communications systems and equipment; and contracts for commercially-provided wireless services.

The Department's mission is:

*To provide responsive and dependable delivery of wireless communication technology services to the City organization to support effective government*

## Goals and Objectives

Goals and objectives have been reprinted here as they were adopted in the Fiscal Year 2010 budget. They will be revisited during Fiscal Year 2012.

***Goal 1: Effectively manage the delivery of citywide wireless technology services***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Ensure wireless communications infrastructure meets the organizations business needs
- Manage the Division's budget effectively

***Goal 2: Ensure a skilled workforce that keeps current with evolving technologies***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Promote training and development
- Hire and retain highly qualified employees

***Goal 3: Provide high quality customer service***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Establish and meet customer expectations in delivering core wireless technology services
- Comply with City Administrative Regulation 35.80, Environmentally-Preferable Purchasing Program

## Service Efforts and Accomplishments

The Communications Division provides life-line voice and data communications for emergency responders. A new state-of-the-art land mobile radio system has been successfully deployed. The new system supports day-to-day public safety and public service operations in the City of San Diego and enhances communications with neighboring agencies. The Division actively pursues grant funding for regional interoperability initiatives such as the nationally recognized Command and Control Communications (3Cs) project. A significant effort currently underway to re-organize the FCC-licensed frequency spectrum in Southern California will reduce operational cost increases to the City of San Diego's mobile and portable radio expenses. The Communications Division has successfully negotiated

# Communications

service contracts with commercial cellular service providers to provide cost-effective mobile data services for City departments. These contracts are saving City departments money by taking advantage of economies of scale while the mobile technology is enabling business transformation.



## Division Description

The Facilities Division provides day-to-day maintenance and repair services to over 1,600 facilities including preventive maintenance, scheduled maintenance, emergency repairs, and deferred maintenance. Deferred maintenance work includes re-roofing facilities, replacing Heating, Ventilating, and Air Conditioning (HVAC) systems, performing structural improvements, and other repair work.

The Department's mission is:

*To proactively, systematically, and in an environmentally-responsible manner maintain and enhance the City's capital assets, ensuring that they are safe, clean, and functional*

## Goals and Objectives

Goals and objectives have been reprinted here as they were adopted in the Fiscal Year 2010 budget. They will be revisited during Fiscal Year 2012.

***Goal 1: Provide preventive, corrective, and emergency maintenance to City facilities to ensure efficient and effective operations***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Develop and implement preventive maintenance programs for City facilities
- Provide ongoing condition assessment of facilities
- Utilize available resources effectively to maintain the City's physical assets

***Goal 2: Provide quality facility services efficiently and economically***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Provide quality customer service at a high level of user satisfaction
- Utilize a computerized maintenance management system for work control
- Respond to emergency requests in a timely manner

***Goal 3: Ensure facilities comply with industry standards with regard to environmental responsibility***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Comply with hazardous material regulations and laws
- Comply with City Administrative Regulation 35.80, Environmentally Preferable Purchasing Program

***Goal 4: Provide a team of skilled facility professionals, prepared and able to serve as the City's provider of facilities asset management, maintenance, and repair***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Provide ongoing professional training related to job classification
- Maximize workplace safety
- Provide on-going training to ensure knowledge of building codes

# Facilities

## Service Efforts and Accomplishments

In the past year, the Division has completed roof repairs for Mount Hope Cemetery and Mission Hills Library and plumbing upgrades in Fire Station 25 (Bay Park) and Fire Station 36 (Clairemont). Facilities Division also modernized the elevator systems in the City Administration Building and City Parkade and retrofitted lighting fixtures in the City Administration Building council chambers. The Division also completed a comprehensive Facilities Condition Assessment on 443 City facilities including Fire-Rescue facilities, libraries, recreation centers, police stations, and lifeguard stations.



### Division Description

The Fleet Services Division provides all City departments with motive equipment and a full range of fleet management services. These services include acquisition, fitting, maintenance and repair, the provision of parts and fuel, body repair, painting, metal fabrication, disposal services, and other motive equipment-related support services, such as machining, equipment rental, and operator training.

The Department's mission is:

*To provide our customers with safe, economical, state-of-the-art, environmentally-friendly and reliable fleet services, delivered by highly skilled professionals*

### Goals and Objectives

Goals and objectives have been reprinted here as they were adopted in the Fiscal Year 2010 budget. They will be revisited during Fiscal Year 2012.

***Goal 1: Be responsive to and accountable for meeting our customers' fleet mission requirements***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Meet or exceed industry and customer standards for designated fleet availability rates
- Create and maintain life-cycle replacement plans for equipment
- Replace motive equipment in accordance with life-cycle standards

***Goal 2: Provide quality fleet services efficiently and economically***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Ensure usage rates reflect the highest level of efficiency and effectiveness
- Provide quality customer service to achieve a high level of user satisfaction

***Goal 3: Minimize the environmental impact of the fleet***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Reduce overall vehicle emissions
- Comply with hazardous materials regulations and laws

***Goal 4: Provide a highly-trained and certified team of professionals, prepared and able to serve as the City's consolidated provider of fleet services***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Maximize workplace safety
- Enhance the level of employee and team professional certifications

# **Fleet Services**

## **Service Efforts and Accomplishments**

A major achievement for the Fleet Services Division in January 2010 was receiving recognition as one of the top 100 Government Fleets in North America by Government Fleet Magazine for the second consecutive year. The Division continues to complete 95 percent of the preventive maintenance work within one day and maintains vehicle availability at over 95 percent. Through its Vehicle Replacement and Finance Plan, the Division procured over 450 vehicles in the fiscal year and made significant strides in reducing the over-age and over-mileage vehicles within the Fleet. This was particularly true in the Police and Fire-Rescue Departments where critical equipment such as patrol cars and heavy fire apparatus were replaced. Additionally, the Fiscal Year 2010 planned diesel vehicle particulate trap installations to reduce fleet emissions are nearing completion.





## Division Description

Publishing Services is the City of San Diego's full service, in-house reproduction and graphics center. Publishing Services provides full reproduction capability including offset press operations, high-volume copying, and product finishing services. Graphic design and electronic publishing services are also provided. In addition, Publishing Services manages the citywide Photocopier Program and provides more than 570 copiers for departmental needs.

The Department's mission is:

*To provide the highest quality of reprographic services to our customers in the most timely manner and at the lowest possible cost*

## Goals and Objectives

Goals and objectives have been reprinted here as they were adopted in the Fiscal Year 2010 budget. They will be revisited during Fiscal Year 2012.

### ***Goal 1: Respond adeptly to the City's requirements for reprographic services***

The Division will move toward accomplishing this goal by focusing on the following objectives.

- Effectively market the services available from Publishing Services to other City departments
- Provide timely and efficient publishing services to the Division's customers
- Provide employee training and equipment to keep pace with the City of San Diego's reprographic needs

### ***Goal 2: Offer the best technology at the best price for convenience copiers***

Publishing Services is responsible for managing the City's photocopier program including the maintenance and administration of over 580 photocopiers distributed throughout the City. As such, it is imperative that Publishing Services leverages its resources to obtain the best technology and price for the City so that customers' low-volume copying needs can be conveniently met. The Division will move toward accomplishing this goal by focusing on the following objectives.

- Get the best value from the photocopier contract by ensuring that customers have the appropriate equipment for their operations and that the contract is properly managed
- Ensure the photocopier program is accurately and fully reimbursed by customer departments

### ***Goal 3: Recover costs of services through appropriate pricing structures***

As an Internal Service Fund division, it is imperative that Publishing Services be fully cost recoverable in its operations. Therefore, Publishing Services has the priority of ensuring its rates, accounting, and work management practices are accurate and current. The Division will move toward accomplishing this goal by focusing on the following objectives.

- Ensure the Publishing Services rate/cost structure is reviewed and updated on a yearly basis
- Ensure that work management and accounting systems are stable and accurately recover costs of doing business

# **Publishing Services**

## **Service Efforts and Accomplishments**

Publishing Services Division has supported City departments' reprographic needs throughout the year by administering convenience copier leases and providing large volume quick copy, offset press, and graphic services. These services were performed in the yearly production of the annual budget documents and regular printing of materials ranging from business cards and newsletters to construction and legislative documents. Publishing Services also continued to ensure efficiency in the City by implementing an online ordering system and starting a citywide needs assessment for printers and copiers.



## Division Description

The Street Division maintains and repairs all streets, alleys, sidewalks, bridges, guardrails, and fences; administers annual resurfacing and slurry seal contracts; maintains and repairs street lights and traffic signals; performs traffic lane striping; paints and removes traffic markings and legends; maintains and manufactures traffic signs; and maintains street trees.

The Department's mission is:

*To provide a safe City street system through effective and efficient maintenance with an emphasis on exceptional customer service*

## Goals and Objectives

Goals and objectives have been reprinted here as they were adopted in the Fiscal Year 2010 budget. They will be revisited during Fiscal Year 2012.

***Goal 1: Streets, sidewalks, and associated infrastructure are safe, operable, and pedestrian-friendly, as appropriate***

It is vital to ensure public safety, preserve our infrastructure, and improve life quality. The Division will move toward accomplishing this goal by focusing on the following objectives.

- Achieve industry standards for overall pavement condition index
- Achieve acceptable level of response for sidewalk locations that need repair
- Ensure that electrical facilities are operable and traffic control devices meet safety standards
- Respond to potholes in a timely manner

***Goal 2: Planned maintenance is conducted on annual basis***

Planned preventative maintenance will reduce requests for service, achieve an enhanced level of response, and improve the safety and operability of our infrastructure. The Division will move toward accomplishing this goal by focusing on the following objective.

- Develop and implement planned maintenance schedules

***Goal 3: Asset maintenance and replacement is planned and proactive***

This will preserve infrastructure, facilitate planned maintenance, and ensure appropriate response to service requests. The Division will move toward accomplishing this goal by focusing on the following objectives.

- Track assets through a complete and accurate asset inventory
- Maintain an updated assessment of the condition of infrastructure assets

***Goal 4: Personnel are responsive to customers and provide exceptional customer service***

This is part of the City's commitment for quality, timely, and friendly customer service. The Division will move toward accomplishing this goal by focusing on the following objectives.

- Continue to strive for exceptional customer service
- Provide ongoing professional training related to job classification

# Street

## Service Efforts and Accomplishments

The Street Division is responsible for a wide range of services and operations that are provided by the following sections: Roadways/Trench Restoration, Electrical/Traffic & Trees, and Resurfacing & Pavement Management sections.

The **Roadways/Trench Restoration** section maintains street pavement surfaces and sidewalks, responds to more than 9,000 service requests, and fills more than 50,000 potholes annually. In addition, under a Service Level Agreement (SLA) with the Public Utilities Department, crews repair damaged street surfaces and sidewalks associated with water and sewer work within the street right-of-way.

The **Electrical/Traffic & Trees** section maintains and operates more than 1,600 traffic signals and flashing beacons, approximately 50,000 street and park lights, and maintains traffic control devices and barriers along the City's 2,900 miles of streets and alleys including lane line striping, pavement legends, traffic signs, wooden barricades, guardrails, and pavement markers. In addition, this section responds to emergency tree trimming requests, removes fallen trees during rain and wind storms, and issues permits for planting, trimming, and removal of trees within the public right-of-way. The Section assisted with special projects such as the set up of the Winter Homeless Shelters and the December Night Lights Festival at Balboa Park. Overall, the Section responds to more than 35,000 service requests on annual basis.

The **Pavement Management & Contracts** section plans, evaluates, and manages street resurfacing and sidewalk contracts. This section is also responsible for evaluating overall street conditions to ensure proper maintenance of the City's street network. In Fiscal Year 2010, 37 miles of overlay and 115 miles of slurry seal were installed throughout the City.

# General Services

## Department Summary

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Positions	702.92	698.91	(4.01)
Personnel Expenses	\$ 55,394,417	\$ 57,038,335	\$ 1,643,918
Non-Personnel Expenses	123,186,491	101,124,382	(22,062,109)
<b>Total Department Expenses</b>	<b>\$ 178,580,908</b>	<b>\$ 158,162,717</b>	<b>\$ (20,418,191)</b>
<b>Total Department Revenue</b>	<b>\$ 156,116,566</b>	<b>\$ 136,410,357</b>	<b>\$ (19,706,209)</b>

## General Fund

### Department Expenditures

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Administration	\$ 646,192	\$ 600,866	\$ (45,326)
Facilities	16,007,718	14,373,938	(1,633,780)
Street	44,739,398	48,342,639	3,603,241
<b>Total</b>	<b>\$ 61,393,308</b>	<b>\$ 63,317,443</b>	<b>\$ 1,924,135</b>

### Department Personnel

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Administration	5.00	5.00	0.00
Facilities	111.00	108.00	(3.00)
Street	261.92	261.92	0.00
<b>Total</b>	<b>377.92</b>	<b>374.92</b>	<b>(3.00)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Adjustment to Contracts and Equipment Outlay</b> Funding allocated according to a zero-based annual review of contract and equipment outlay requirements.	0.00	\$ 5,326,471	\$ –
<b>Deferred Maintenance Funding</b> Increase to street deferred maintenance funding and offsetting State Proposition 1B revenue.	0.00	3,250,708	3,250,708
<b>Addition of Construction Estimator</b> Addition of 1.00 reimbursable Construction Estimator and offsetting revenue.	1.00	95,621	95,621
<b>Support for Safety and Maintenance of Visitor-Related Facilities</b> Support to reimburse the General Fund for expenditures associated with the safety and maintenance of visitor-related facilities.	0.00	–	117,242
<b>Revenue Transfer</b> Transfer of revenue from General Services-Facilities Division to the Real Estate Assets Department for reimbursement of San Diego Theater utility expenses.	0.00	–	(150,000)

# General Services

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Service Level Agreement (SLA) Revenue Reduction</b>	0.00	—	(562,434)
Reduction of revenue as a result of the discontinuation of SLAs with the Public Utilities Department and QUALCOMM Stadium.			
<b>Revised Revenue</b>	0.00	—	(3,396,529)
Adjustment to reflect Fiscal Year 2011 revenue projections.			
<b>Total</b>	<b>1.00</b>	<b>\$ 8,672,800</b>	<b>\$ (645,392)</b>

## Expenditures by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
<b>PERSONNEL</b>			
Salaries and Wages	\$ 18,769,195	\$ 16,864,276	\$ (1,904,919)
Fringe Benefits	10,202,797	11,810,800	1,608,003
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 28,971,992</b>	<b>\$ 28,675,076</b>	<b>\$ (296,916)</b>
<b>NON-PERSONNEL</b>			
Supplies	\$ 5,609,237	\$ 5,420,572	\$ (188,665)
Contracts	14,563,361	15,270,285	706,924
Information Technology	907,341	988,357	81,016
Energy and Utilities	6,811,841	6,675,802	(136,039)
Other	4,241,611	6,011,126	1,769,515
Capital Expenditures	195,391	183,691	(11,700)
Debt	92,534	92,534	—
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 32,421,316</b>	<b>\$ 34,642,367</b>	<b>\$ 2,221,051</b>
<b>Total</b>	<b>\$ 61,393,308</b>	<b>\$ 63,317,443</b>	<b>\$ 1,924,135</b>

## Revenues by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Revenue from Federal Agencies	\$ 20,000	\$ 20,000	\$ —
Charges for Current Services	18,441,632	16,808,377	(1,633,255)
Other Revenue	338,000	338,000	—
Other Financial Sources (Uses)	17,065,496	21,481,888	4,416,392
<b>Total</b>	<b>\$ 35,865,128</b>	<b>\$ 38,648,265</b>	<b>\$ 2,783,137</b>

## Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000011	1104	Account Clerk	2.00	2.00	\$31,491 - \$37,918	\$ 36,970
20000024	1107	Administrative Aide 2	3.00	3.00	42,578 - 51,334	145,208
20000070	1153	Assistant Engineer-Civil	5.00	5.00	57,866 - 69,722	271,916
20000077	1157	Assistant Engineer-Electrical	1.00	1.00	57,866 - 69,722	67,979
20000143	1221	Associate Engineer-Civil	1.00	2.00	66,622 - 80,454	145,065
20000154	1225	Associate Engineer-Mechanical	1.00	0.00	66,622 - 80,454	—
20000201	1273	Building Maintenance Supervisor	5.00	6.00	61,859 - 74,797	346,461
20000224	1280	Building Service Technician	18.00	18.00	33,322 - 39,666	475,992
20000202	1274	Building Supervisor	2.00	2.00	39,770 - 47,736	46,543
20000234	1288	Carpenter	12.00	12.00	43,451 - 52,000	624,000

# General Services

## Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000235	1290	Carpenter Supervisor	1.00	<b>0.00</b>	49,192 - 59,571	–
20000236	1293	Cement Finisher	14.34	<b>14.34</b>	43,451 - 52,083	622,473
20000539	1535	Clerical Assistant 2	1.00	<b>1.00</b>	29,931 - 36,067	35,165
20000306	1356	Code Compliance Officer	3.00	<b>3.00</b>	37,232 - 44,803	131,049
20000617	1601	Construction Estimator	1.00	<b>1.00</b>	53,706 - 64,958	65,184
20000354	1389	Custodian 2	9.00	<b>9.00</b>	26,250 - 31,242	277,027
20001101	2132	Department Director	1.00	<b>1.00</b>	59,155 - 224,099	138,488
20001168	2214	Deputy Director	2.00	<b>2.00</b>	46,966 - 172,744	117,998
20000408	1428	Electrician	26.33	<b>26.33</b>	47,091 - 56,534	1,287,201
20000413	1431	Electrician Supervisor	2.00	<b>2.00</b>	53,706 - 64,958	63,334
20000434	1443	Electronics Technician	1.00	<b>1.00</b>	47,091 - 56,534	56,534
20000426	1439	Equipment Operator 1	4.00	<b>4.00</b>	37,690 - 45,115	175,981
20000430	1440	Equipment Operator 2	18.00	<b>18.00</b>	41,350 - 49,462	880,572
20000436	1445	Equipment Operator 3	2.00	<b>2.00</b>	43,160 - 51,667	103,334
20000423	1438	Equipment Technician 2	1.00	<b>1.00</b>	39,499 - 47,091	47,091
20000924	1876	Executive Secretary	1.00	<b>1.00</b>	43,555 - 52,666	49,769
20000499	1510	Heating Technician	4.00	<b>4.00</b>	47,091 - 56,534	169,602
20000500	1511	Heating, Ventilation, and Air Conditioning Supervisor	1.00	<b>0.00</b>	53,706 - 64,958	–
20000502	1513	Heavy Truck Driver 1	11.00	<b>11.00</b>	36,234 - 43,160	423,617
20000501	1512	Heavy Truck Driver 2	21.00	<b>21.00</b>	37,565 - 45,302	796,079
20000503	1514	Horticulturist	1.00	<b>1.00</b>	53,061 - 64,147	62,543
20000290	1348	Information Systems Analyst 2	1.00	<b>1.00</b>	54,059 - 65,333	65,333
20000293	1349	Information Systems Analyst 3	1.00	<b>1.00</b>	59,363 - 71,760	–
20000998	1926	Information Systems Analyst 4	1.00	<b>1.00</b>	66,768 - 80,891	–
20000613	1597	Locksmith	2.00	<b>2.00</b>	44,221 - 52,853	105,706
20000667	1635	Painter	7.00	<b>7.00</b>	41,600 - 49,962	299,772
20000680	1648	Payroll Specialist 2	3.00	<b>3.00</b>	34,611 - 41,787	122,226
20000711	1675	Plumber	10.00	<b>10.00</b>	47,091 - 56,534	446,242
20000713	1677	Plumber Supervisor	1.00	<b>0.00</b>	53,706 - 64,958	–
20000743	1727	Principal Engineering Aide	2.00	<b>2.00</b>	50,003 - 60,549	118,070
20001222	2270	Program Manager	1.00	<b>1.00</b>	46,966 - 172,744	101,848
20000761	1751	Project Officer 1	1.00	<b>1.00</b>	66,622 - 80,454	78,443
20000763	1752	Project Officer 2	1.00	<b>0.00</b>	76,794 - 92,851	–
20000783	1776	Public Information Clerk	2.00	<b>0.00</b>	31,491 - 37,918	–
20000777	1767	Public Works Dispatch Supervisor	1.00	<b>1.00</b>	41,080 - 49,566	48,327
20000776	1766	Public Works Dispatcher	8.25	<b>10.25</b>	35,755 - 43,098	295,327
20001050	1977	Public Works Superintendent	3.00	<b>3.00</b>	70,013 - 84,531	164,836
20001032	1961	Public Works Supervisor	15.00	<b>15.00</b>	49,525 - 59,966	873,407
20000833	1810	Refrigeration Mechanic	6.00	<b>6.00</b>	47,091 - 56,534	224,900
20000842	1819	Roofer	4.00	<b>4.00</b>	39,666 - 47,528	190,112
20000847	1823	Safety Officer	2.00	<b>2.00</b>	57,907 - 69,930	134,266
20000223	1279A	Senior Building Maintenance Supervisor	0.00	<b>1.00</b>	76,918 - 93,018	87,901

# General Services

## Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000222	1279	Senior Building Maintenance Supervisor	2.00	1.00	76,918 - 93,018	87,901
20000312	1365	Senior Department Human Resources Analyst	1.00	1.00	59,363 - 71,760	69,607
20000900	1861	Senior Engineering Aide	2.00	2.00	44,429 - 53,706	104,726
20000826	1802	Senior Locksmith	1.00	1.00	46,446 - 55,578	55,578
20000015	1106	Senior Management Analyst	2.00	2.00	59,363 - 71,760	139,932
20000966	1913	Senior Refrigeration Mechanic	3.00	3.00	49,462 - 59,384	178,152
20000942	1891	Sign Painter	2.00	2.00	42,494 - 50,773	101,546
20000970	1917	Supervising Management Analyst	1.00	1.00	66,768 - 80,891	78,464
20001029	1955	Traffic Signal Supervisor	2.00	2.00	61,818 - 74,797	145,854
20001031	1957	Traffic Signal Technician 2	16.00	16.00	54,163 - 65,021	1,025,220
20000659	1626	Traffic Striper Operator	4.00	4.00	40,498 - 48,506	188,009
20001038	1968	Tree Maintenance Crewleader	2.00	2.00	36,566 - 43,576	86,718
20001039	1969	Tree Trimmer	3.00	3.00	34,965 - 41,621	83,242
20001051	1978	Utility Worker 1	51.00	51.00	30,534 - 36,296	1,491,906
20001053	1979	Utility Worker 2	35.00	35.00	33,322 - 39,666	1,220,751
20001058	1985	Welder	1.00	1.00	44,366 - 53,206	53,206
20000756	1746	Word Processing Operator	2.00	2.00	31,491 - 37,918	36,970
		Bilingual - Regular				5,824
		Exceptional Performance Pay-Unclassified				1,596
		Night Shift Pay				15,829
		Overtime Budgeted				647,178
		Reg Pay For Engineers				12,068
		Split Shift Pay				3,966
		Termination Pay Annual Leave				6,502
		Welding Certification				3,640
<b>Salaries and Wages Subtotal</b>			<b>377.92</b>	<b>374.92</b>		<b>\$ 16,864,276</b>
		Employee Offset Savings				\$ 58,974
		Flexible Benefits				1,818,162
		Long-Term Disability				146,443
		Medicare				207,807
		Other Post-Employment Benefits				2,068,075
		Retiree Medical Trust				633
		Retirement 401 Plan				2,532
		Retirement ARC				5,338,252
		Retirement DROP				32,454
		Retirement Offset Contribution				136,643
		Risk Management Administration				319,803
		Supplemental Pension Savings Plan				827,003
		Unemployment Insurance				34,169
		Unused Sick Leave				12,992



# General Services

## Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
		Workers' Compensation				806,858
<b>Fringe Benefits Subtotal</b>						<b>\$ 11,810,800</b>
<b>Total Personnel Expenses</b>						<b>\$ 28,675,076</b>

## Budget by Program

	FY2011 Positions	FY2011 Expenditures	FY2011 Revenue
CIP Program	0.00	\$ —	\$ 2,488,422
Contract Services	1.00	949,423	29,500
Custodial	10.00	808,668	—
Customer Service	11.25	668,880	—
Customer Support Office & Billing	1.00	68,294	—
Department Management	5.00	559,155	—
Facilities Operations	88.00	11,461,606	3,162,421
General Administration	0.00	14,239	—
General Administration/Management	8.00	909,634	—
IT Non-Discretionary	0.00	980,857	—
Repair & Maintenance	171.00	24,439,643	19,304,421
Right-of-Way Maintenance	0.00	6,272,105	7,192,697
Street Lights	23.33	4,870,980	115,000
Traffic Signal	18.00	6,176,566	90,000
Trench Restoration	38.34	5,137,393	6,265,804
<b>Total</b>	<b>374.92</b>	<b>\$ 63,317,443</b>	<b>\$ 38,648,265</b>

## Prop 42 Replacement - Transportation Relief Fund

### Department Expenditures

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Prop 42 Replacement - Transportation Relief Fund	\$ 15,535,558	\$ 13,312,980	\$ (2,222,578)
<b>Total</b>	<b>\$ 15,535,558</b>	<b>\$ 13,312,980</b>	<b>\$ (2,222,578)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>State Funding for Transportation Relief</b>	0.00	\$ (2,222,578)	\$ (2,222,578)
Decrease in funding over Fiscal Year 2010 from the State of California for traffic decongestion road work per Proposition 42.			
<b>Total</b>	<b>0.00</b>	<b>\$ (2,222,578)</b>	<b>\$ (2,222,578)</b>

### Expenditures by Category

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
<b>NON-PERSONNEL</b>			
Other	\$ 15,535,558	\$ 13,312,980	\$ (2,222,578)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 15,535,558</b>	<b>\$ 13,312,980</b>	<b>\$ (2,222,578)</b>
<b>Total</b>	<b>\$ 15,535,558</b>	<b>\$ 13,312,980</b>	<b>\$ (2,222,578)</b>

# General Services

## Revenues by Category

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
Sales Tax	\$	15,535,558	\$	13,312,980	\$	(2,222,578)
<b>Total</b>	<b>\$</b>	<b>15,535,558</b>	<b>\$</b>	<b>13,312,980</b>	<b>\$</b>	<b>(2,222,578)</b>

## Budget by Program

		FY2011 Positions		FY2011 Expenditures		FY2011 Revenue
Right-of-Way Maintenance		0.00	\$	13,312,980	\$	13,312,980
<b>Total</b>		<b>0.00</b>	<b>\$</b>	<b>13,312,980</b>	<b>\$</b>	<b>13,312,980</b>

# Wireless Communications Technology Fund

## Department Expenditures

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
Communications	\$	10,055,665	\$	9,699,235	\$	(356,430)
<b>Total</b>	<b>\$</b>	<b>10,055,665</b>	<b>\$</b>	<b>9,699,235</b>	<b>\$</b>	<b>(356,430)</b>

## Department Personnel

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
Communications		51.00		49.99		(1.01)
<b>Total</b>		<b>51.00</b>		<b>49.99</b>		<b>(1.01)</b>

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Adjustment to Contracts and Equipment Outlay</b> Funding allocated according to a zero-based annual review of contract and equipment outlay requirements.	0.00	\$ 888,752	\$ –
<b>Adjustment to Hourly Personnel Funding</b> Funding allocated according to a zero-based annual review of hourly funding requirements.	0.99	41,064	–
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2011 revenue projections.	0.00	–	543,753
<b>Total</b>	<b>0.99</b>	<b>\$ 929,816</b>	<b>\$ 543,753</b>

## Expenditures by Category

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
<b>PERSONNEL</b>						
Salaries and Wages	\$	3,347,975	\$	3,139,416	\$	(208,559)
Fringe Benefits		1,514,721		1,812,514		297,793
<b>PERSONNEL SUBTOTAL</b>	<b>\$</b>	<b>4,862,696</b>	<b>\$</b>	<b>4,951,930</b>	<b>\$</b>	<b>89,234</b>
<b>NON-PERSONNEL</b>						
Supplies	\$	328,024	\$	827,932	\$	499,908
Contracts		1,179,640		472,121		(707,519)
Information Technology		494,566		254,822		(239,744)
Energy and Utilities		217,450		210,611		(6,839)

# General Services

## Expenditures by Category (Cont'd)

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Other	20,737	20,840	103
Capital Expenditures	38,752	38,752	-
Debt	2,913,800	2,922,227	8,427
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 5,192,969</b>	<b>\$ 4,747,305</b>	<b>\$ (445,664)</b>
<b>Total</b>	<b>\$ 10,055,665</b>	<b>\$ 9,699,235</b>	<b>\$ (356,430)</b>

## Revenues by Category

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Charges for Current Services	\$ 450,000	\$ 450,000	\$ -
Other Financial Sources (Uses)	8,517,673	8,775,968	258,295
<b>Total</b>	<b>\$ 8,967,673</b>	<b>\$ 9,225,968</b>	<b>\$ 258,295</b>

## Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000011	1104	Account Clerk	2.00	2.00	\$31,491 - \$37,918	\$ 71,664
20000139	1219	Associate Communications Engineer	4.00	4.00	66,622 - 80,454	306,530
20000539	1535	Clerical Assistant 2	1.00	1.00	29,931 - 36,067	-
20000403	1426	Communications Technician	22.00	21.00	58,157 - 69,742	1,456,812
20000405	1427	Communications Technician Supervisor	3.00	2.00	66,685 - 80,600	157,170
20001168	2214	Deputy Director	1.00	1.00	46,966 - 172,744	114,460
20000418	1436	Equipment Technician 1	4.00	0.00	36,005 - 43,139	-
20000419	1436A	Equipment Technician 1	0.00	4.00	36,005 - 43,139	167,692
90000419	1436A	Equipment Technician 1 - Hourly	0.00	0.99	36,005 - 43,139	35,645
20000425	1438B	Equipment Technician 2	0.00	2.00	39,499 - 47,091	94,182
20000423	1438	Equipment Technician 2	2.00	0.00	39,499 - 47,091	-
20000927	1879	Senior Clerk/Typist	1.00	1.00	36,067 - 43,514	42,426
20000288	1346	Senior Communications Engineer	1.00	1.00	76,794 - 92,851	87,744
20000897	1859	Senior Communications Technician	7.00	7.00	61,048 - 73,216	366,080
20000402	1425	Senior Communications Technician Supervisor	1.00	1.00	76,710 - 92,602	85,912
20000015	1106	Senior Management Analyst	1.00	1.00	59,363 - 71,760	66,805
20000956	1903	Storekeeper 2	1.00	1.00	37,835 - 45,718	-
		Overtime Budgeted				24,094
		Reg Pay For Engineers				62,200
<b>Salaries and Wages Subtotal</b>			<b>51.00</b>	<b>49.99</b>		<b>\$ 3,139,416</b>

Employee Offset Savings	\$ 12,060
Flexible Benefits	256,594
Long-Term Disability	27,801
Medicare	40,009
Other Post-Employment Benefits	284,850
Retirement ARC	905,144

# General Services

## Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
		Retirement DROP				16,231
		Retirement Offset Contribution				29,432
		Risk Management Administration				44,100
		Supplemental Pension Savings Plan				165,936
		Unemployment Insurance				6,481
		Unused Sick Leave				2,447
		Workers' Compensation				21,429
<b>Fringe Benefits Subtotal</b>						<b>\$ 1,812,514</b>
<b>Total Personnel Expenses</b>						<b>\$ 4,951,930</b>

## Budget by Program

	FY2011 Positions	FY2011 Expenditures	FY2011 Revenue
Fixed Equipment Maintenance	17.00	\$ 2,136,532	\$ —
General Administration/Management	8.00	1,065,286	9,225,968
IT Non-Discretionary	0.00	254,822	—
Mobile Equipment Maintenance	19.99	1,928,834	—
Wireless Planning & Design	5.00	4,313,761	—
<b>Total</b>	<b>49.99</b>	<b>\$ 9,699,235</b>	<b>\$ 9,225,968</b>

# Fleet Services Operating Fund

## Department Expenditures

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Fleet Services	\$ 51,362,815	\$ 51,189,151	\$ (173,664)
<b>Total</b>	<b>\$ 51,362,815</b>	<b>\$ 51,189,151</b>	<b>\$ (173,664)</b>

## Department Personnel

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Fleet Services	249.00	249.00	0.00
<b>Total</b>	<b>249.00</b>	<b>249.00</b>	<b>0.00</b>

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Adjustment to Contracts and Equipment Outlay</b> Funding allocated according to a zero-based annual review of contract and equipment outlay requirements.	0.00	\$ 2,038,275	\$ —
<b>Operation Lease</b> Addition of expenditures and offsetting revenue for the operation lease of 16 fire trucks.	0.00	892,951	892,951
<b>One-Time Reduction</b> Adjustment to reflect the removal of one-time revenues and expenditures implemented in Fiscal Year 2010.	0.00	(175,000)	—

# General Services

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Fuel Reduction</b>	0.00	(1,200,000)	—
Adjustment to reflect a reduction in fuel expenditures.			
<b>Revised Revenue</b>	0.00	—	(1,335,795)
Adjustment to reflect Fiscal Year 2011 revenue projections.			
<b>Total</b>	<b>0.00</b>	<b>\$ 1,556,226</b>	<b>\$ (442,844)</b>

## Expenditures by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
<b>PERSONNEL</b>			
Salaries and Wages	\$ 13,319,686	\$ 13,266,402	\$ (53,284)
Fringe Benefits	6,556,752	8,653,472	2,096,720
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 19,876,438</b>	<b>\$ 21,919,874</b>	<b>\$ 2,043,436</b>
<b>NON-PERSONNEL</b>			
Supplies	\$ 8,562,992	\$ 8,162,992	\$ (400,000)
Contracts	4,146,765	4,460,570	313,805
Information Technology	575,807	752,670	176,863
Energy and Utilities	17,657,826	15,516,769	(2,141,057)
Other	233,204	66,493	(166,711)
Capital Expenditures	308,150	308,150	—
Debt	1,633	1,633	—
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 31,486,377</b>	<b>\$ 29,269,277</b>	<b>\$ (2,217,100)</b>
<b>Total</b>	<b>\$ 51,362,815</b>	<b>\$ 51,189,151</b>	<b>\$ (173,664)</b>

## Revenues by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Fines, Forfeitures, and Penalties	\$ 20,000	\$ 20,000	\$ —
Charges for Current Services	48,003,809	44,658,014	(3,345,795)
Other Revenue	295,000	295,000	—
Other Financial Sources (Uses)	—	892,951	892,951
<b>Total</b>	<b>\$ 48,318,809</b>	<b>\$ 45,865,965</b>	<b>\$ (2,452,844)</b>

## Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000011	1104	Account Clerk	2.00	2.00	\$31,491 - \$37,918	\$ 72,802
20000024	1107	Administrative Aide 2	1.00	1.00	42,578 - 51,334	46,762
20000087	1167	Assistant Engineer-Mechanical	0.00	1.00	57,866 - 69,722	69,722
20000154	1225	Associate Engineer-Mechanical	1.00	1.00	66,622 - 80,454	78,443
20000193	1264	Body and Fender Mechanic	5.00	5.00	44,366 - 53,206	212,824
20001168	2214	Deputy Director	1.00	1.00	46,966 - 172,744	109,901
20000420	1437	Equipment Mechanic	112.00	112.00	44,366 - 53,206	5,712,392
20000438	1446	Equipment Painter	2.00	2.00	44,366 - 53,206	97,572
20000417	1435	Equipment Repair Supervisor	17.00	17.00	54,309 - 65,666	1,066,029
20000439	1447	Equipment Service Writer	6.00	6.00	47,715 - 57,158	285,790
20000433	1442	Equipment Trainer	1.00	1.00	47,570 - 57,533	55,923
20000774	1762	Fleet Manager	3.00	3.00	76,773 - 93,018	273,472

# General Services

## Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000183	1250	Fleet Parts Buyer	5.00	<b>5.00</b>	44,637 - 54,059	200,173
20000182	1249	Fleet Parts Buyer Supervisor	1.00	<b>1.00</b>	51,355 - 62,442	59,008
20000290	1348	Information Systems Analyst 2	1.00	<b>1.00</b>	54,059 - 65,333	63,373
20000377	1401	Information Systems Technician	2.00	<b>2.00</b>	42,578 - 51,334	93,645
20000618	1602	Machinist	2.00	<b>2.00</b>	46,134 - 55,266	110,532
20000644	1616	Metal Fabrication Supervisor	2.00	<b>2.00</b>	54,309 - 65,666	126,078
20000445	1452	Motive Service Technician	22.00	<b>24.00</b>	34,195 - 40,976	854,844
20000680	1648	Payroll Specialist 2	1.00	<b>1.00</b>	34,611 - 41,787	40,742
20000847	1823	Safety Officer	1.00	<b>1.00</b>	57,907 - 69,930	66,084
20000015	1106	Senior Management Analyst	1.00	<b>1.00</b>	59,363 - 71,760	67,813
20000443	1450	Senior Motive Service Technician	26.00	<b>24.00</b>	36,587 - 43,618	1,003,214
20000950	1899	Stock Clerk	12.00	<b>2.00</b>	30,056 - 36,275	66,942
20000951	1899A	Stock Clerk	0.00	<b>10.00</b>	30,056 - 36,275	334,090
20000955	1902	Storekeeper 1	2.00	<b>2.00</b>	34,611 - 41,517	75,090
20001051	1978	Utility Worker 1	3.00	<b>3.00</b>	30,534 - 36,296	108,888
20001056	1982	Vehicle and Fuel Clerk	4.00	<b>3.00</b>	31,491 - 37,918	73,940
20001058	1985	Welder	12.00	<b>12.00</b>	44,366 - 53,206	625,368
20000756	1746	Word Processing Operator	1.00	<b>1.00</b>	31,491 - 37,918	36,970
		ASE Cert				49,816
		ASE Master Cert				170,366
		Class B				90,480
		Collison Repair Cert				3,640
		Exceptional Performance Pay-Classified				3,000
		Night Shift Pay				170,408
		Overtime Budgeted				645,527
		Plant/Tank Vol Cert Pay				9,849
		Right Of Way Cert				936
		Termination Pay Annual Leave				15,962
		Welding Certification				17,992
<b>Salaries and Wages Subtotal</b>			<b>249.00</b>	<b>249.00</b>		<b>\$ 13,266,402</b>
		Employee Offset Savings				\$ 40,384
		Flexible Benefits				1,326,187
		Long-Term Disability				109,226
		Medicare				155,043
		Other Post-Employment Benefits				1,500,210
		Retiree Medical Trust				1,127
		Retirement 401 Plan				4,501
		Retirement ARC				4,042,685
		Retirement DROP				33,640
		Retirement Offset Contribution				92,418
		Risk Management Administration				232,260
		Supplemental Pension Savings Plan				644,596
		Unemployment Insurance				25,518

# General Services

## Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
		Unused Sick Leave				9,763
		Workers' Compensation				435,914
<b>Fringe Benefits Subtotal</b>						<b>\$ 8,653,472</b>
<b>Total Personnel Expenses</b>						<b>\$ 21,919,874</b>

## Budget by Program

	FY2011 Positions	FY2011 Expenditures	FY2011 Revenue
Acquisition & Fitting	7.00	\$ 458,257	\$ 230,000
Annual Budget Monitoring	1.00	116,225	—
Disposal	1.00	112,228	—
Equipment Operator Training	1.00	95,267	—
Fuel	1.00	16,062,286	1,832,917
General Administration	8.00	641,387	—
General Administration/Management	6.00	3,185,309	20,000
IT Non-Discretionary	0.00	491,056	—
Repair & Maintenance	222.00	29,883,236	42,783,048
Vehicle Rentals	2.00	143,900	1,000,000
<b>Total</b>	<b>249.00</b>	<b>\$ 51,189,151</b>	<b>\$ 45,865,965</b>

## Fleet Services Replacement Fund

### Department Expenditures

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Fleet Services	\$ 34,757,700	\$ 14,799,955	\$ (19,957,745)
<b>Total</b>	<b>\$ 34,757,700</b>	<b>\$ 14,799,955</b>	<b>\$ (19,957,745)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Vehicle Replacement Reduction</b>	0.00	\$ (9,350,000)	\$ —
Expenditure reduction related to a reduction of assignment fees charged to client departments citywide.			
<b>Revised Revenue</b>	0.00	—	(10,240,310)
Adjustment to reflect Fiscal Year 2011 revenue projections.			
<b>Total</b>	<b>0.00</b>	<b>\$ (9,350,000)</b>	<b>\$ (10,240,310)</b>

### Expenditures by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
<b>NON-PERSONNEL</b>			
Capital Expenditures	\$ 25,400,000	\$ 7,850,000	\$ (17,550,000)
Debt	9,357,700	6,949,955	(2,407,745)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 34,757,700</b>	<b>\$ 14,799,955</b>	<b>\$ (19,957,745)</b>
<b>Total</b>	<b>\$ 34,757,700</b>	<b>\$ 14,799,955</b>	<b>\$ (19,957,745)</b>

# General Services

## Revenues by Category

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
Charges for Current Services	\$	36,834,046	\$	18,393,736	\$	(18,440,310)
Other Revenue		2,000,000		2,000,000		–
Other Financial Sources (Uses)		3,119,490		3,119,490		–
<b>Total</b>	<b>\$</b>	<b>41,953,536</b>	<b>\$</b>	<b>23,513,226</b>	<b>\$</b>	<b>(18,440,310)</b>

## Budget by Program

		FY2011 Positions		FY2011 Expenditures		FY2011 Revenue
Acquisition & Fitting		0.00	\$	14,799,955	\$	23,513,226
<b>Total</b>		<b>0.00</b>	<b>\$</b>	<b>14,799,955</b>	<b>\$</b>	<b>23,513,226</b>

# Publishing Services Fund

## Department Expenditures

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
Publishing Services	\$	5,475,862	\$	5,843,953	\$	368,091
<b>Total</b>	<b>\$</b>	<b>5,475,862</b>	<b>\$</b>	<b>5,843,953</b>	<b>\$</b>	<b>368,091</b>

## Department Personnel

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
Publishing Services		25.00		25.00		0.00
<b>Total</b>		<b>25.00</b>		<b>25.00</b>		<b>0.00</b>

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Convenience Copier Program Addition</b>	0.00	\$ 257,410	\$ –
Increase in expenditures for the Convenience Copier Program due to an increase in the use of copy machines citywide.			
<b>Maintenance and Repair Addition</b>	0.00	70,000	–
Increase to fund as needed maintenance and repair contracts for printing and bindery equipment.			
<b>Non-Personnel Expenditures Adjustment</b>	0.00	672	–
Adjustment reflects addition to non-personnel expenditures to balance revenue and expenditures.			
<b>Revised Revenue</b>	0.00	–	368,091
Adjustment to reflect Fiscal Year 2011 revenue projections.			
<b>Total</b>	<b>0.00</b>	<b>\$ 328,082</b>	<b>\$ 368,091</b>

## Expenditures by Category

		FY2010 Budget		FY2011 Adopted		FY2010–2011 Change
<b>PERSONNEL</b>						
Salaries and Wages	\$	1,062,520	\$	870,283	\$	(192,237)



# General Services

## Expenditures by Category (Cont'd)

		FY2010 Budget		FY2011 Adopted		FY2010-2011 Change
Fringe Benefits		620,771		621,172		401
<b>PERSONNEL SUBTOTAL</b>	\$	<b>1,683,291</b>	\$	<b>1,491,455</b>	\$	<b>(191,836)</b>
<b>NON-PERSONNEL</b>						
Supplies	\$	368,370	\$	368,370	\$	—
Contracts		3,188,520		3,525,325		336,805
Information Technology		129,729		346,368		216,639
Energy and Utilities		94,265		94,891		626
Other		7,195		13,052		5,857
Debt		4,492		4,492		—
<b>NON-PERSONNEL SUBTOTAL</b>	\$	<b>3,792,571</b>	\$	<b>4,352,498</b>	\$	<b>559,927</b>
<b>Total</b>	\$	<b>5,475,862</b>	\$	<b>5,843,953</b>	\$	<b>368,091</b>

## Revenues by Category

		FY2010 Budget		FY2011 Adopted		FY2010-2011 Change
Charges for Current Services	\$	5,475,862	\$	5,843,953	\$	368,091
<b>Total</b>	\$	<b>5,475,862</b>	\$	<b>5,843,953</b>	\$	<b>368,091</b>

## Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000011	1104	Account Clerk	1.00	1.00	\$31,491 - \$37,918	\$ 36,970
20000024	1107	Administrative Aide 2	1.00	1.00	42,578 - 51,334	50,051
20000191	1261	Bindery Worker 2	6.00	6.00	28,870 - 34,133	134,452
20000192	1262	Bindery Worker 3	2.00	2.00	31,782 - 37,627	37,627
20000539	1535	Clerical Assistant 2	1.00	1.00	29,931 - 36,067	34,083
20000593	1583	Electronic Publishing Specialist	2.00	2.00	41,434 - 49,920	47,174
20000487	1490	Graphic Designer	4.00	4.00	43,264 - 51,979	202,720
20000290	1348	Information Systems Analyst 2	1.00	1.00	54,059 - 65,333	57,621
20000609	1595	Lithographic Technician	1.00	1.00	40,019 - 47,674	47,674
20000752	1736	Print Shop Supervisor	1.00	1.00	57,158 - 68,120	66,417
20000912	1868	Senior Offset Press Operator	5.00	5.00	38,106 - 45,344	136,032
		Overtime Budgeted				19,462
<b>Salaries and Wages Subtotal</b>			<b>25.00</b>	<b>25.00</b>		<b>\$ 870,283</b>

Employee Offset Savings	\$	6,295
Flexible Benefits		108,350
Long-Term Disability		7,798
Medicare		10,919
Other Post-Employment Benefits		120,270
Retirement ARC		274,001
Retirement DROP		2,564
Retirement Offset Contribution		15,579
Risk Management Administration		18,620
Supplemental Pension Savings Plan		33,127
Unemployment Insurance		1,820

# General Services

## Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
		Unused Sick Leave				693
		Workers' Compensation				21,136
<b>Fringe Benefits Subtotal</b>						<b>\$ 621,172</b>
<b>Total Personnel Expenses</b>						<b>\$ 1,491,455</b>

## Budget by Program

	FY2011 Positions	FY2011 Expenditures	FY2011 Revenue
Convenience Copier Program	1.00	\$ 87,003	\$ 2,900,000
General Administration	4.00	3,064,570	—
General Administration/Management	0.00	37,086	—
Graphic Services	6.00	474,515	390,000
IT Non-Discretionary	0.00	346,368	—
Printing Services	14.00	1,834,411	2,553,953
<b>Total</b>	<b>25.00</b>	<b>\$ 5,843,953</b>	<b>\$ 5,843,953</b>

# General Services

## Revenue and Expense Statement (Non-General Fund)

Prop 42 Replacement - Transportation Relief Fund	FY2010 Budget*		FY2011 Adopted
BEGINNING BALANCE AND RESERVES			
Prior Year Reserves	\$	—	\$ 4,312,110
TOTAL BALANCE AND RESERVES	\$	—	\$ 4,312,110
REVENUE			
Current Year Appropriation	\$	12,645,157	\$ 13,312,980
Prior Year Deferred Payment		2,890,401	—
TOTAL REVENUE	\$	15,535,558	\$ 13,312,980
TOTAL BALANCE, RESERVES, AND REVENUE	\$	15,535,558	\$ 17,625,090
OPERATING EXPENSE			
Transfer to General Services-Street Division	\$	15,535,558	\$ —
Street Resurfacing		—	13,312,980
TOTAL OPERATING EXPENSE	\$	15,535,558	\$ 13,312,980
TOTAL EXPENSE	\$	15,535,558	\$ 13,312,980
RESERVES			
Reserve for Resurfacing	\$	—	\$ 4,312,110
TOTAL RESERVES	\$	—	\$ 4,312,110
BALANCE			
TOTAL EXPENSE, RESERVES, AND BALANCE	\$	15,535,558	\$ 17,625,090

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# General Services

## Revenue and Expense Statement (Non-General Fund)

Wireless Communications Technology Fund	FY2010 Budget*		FY2011 Adopted	
BEGINNING BALANCE AND RESERVES				
Balance from Prior Year	\$	1,084,480	\$	495,000
Prior Year Reserves		605,520		—
TOTAL BALANCE AND RESERVES	\$	1,690,000	\$	495,000
REVENUE				
General Fund Transfer	\$	6,617,946	\$	6,855,941
Non-General Fund Transfer		1,899,727		1,920,027
Other Revenue		450,000		450,000
TOTAL REVENUE	\$	8,967,673	\$	9,225,968
TOTAL BALANCE, RESERVES, AND REVENUE	\$	10,657,673	\$	9,720,968
OPERATING EXPENSE				
Personnel Expense	\$	4,862,696	\$	4,951,930
Non-Personnel Expense		5,192,969		4,747,305
TOTAL OPERATING EXPENSE	\$	10,055,665	\$	9,699,235
TOTAL EXPENSE	\$	10,055,665	\$	9,699,235
BALANCE	\$	602,008	\$	21,733
TOTAL EXPENSE, RESERVES, AND BALANCE	\$	10,657,673	\$	9,720,968

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# General Services

## Revenue and Expense Statement (Non-General Fund)

Fleet Services Operating Fund	FY2010 Budget*		FY2011 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$	7,800,000	\$ 1,316,870
Reserve for Fuel		—	2,900,000
TOTAL BALANCE AND RESERVES	\$	7,800,000	\$ 4,216,870
REVENUE			
Sale of Equipment/Material/Fuel	\$	1,742,917	\$ 1,742,917
Equipment Usage Charge		44,235,892	40,890,097
Pool Revenue		—	1,000,000
Direct Charges for Services		2,095,000	1,075,000
Other		245,000	265,000
Transfer In		—	892,951
TOTAL REVENUE	\$	48,318,809	\$ 45,865,965
TOTAL BALANCE, RESERVES, AND REVENUE	\$	56,118,809	\$ 50,082,835
CAPITAL IMPROVEMENT PROGRAM (CIP)			
CIP Expenditures	\$	350,000	\$ 500,000
TOTAL CIP EXPENSE	\$	350,000	\$ 500,000
OPERATING EXPENSE			
Administration	\$	2,748,995	\$ 3,942,921
Acquisition/Fitting		790,713	570,485
Repair/Maintenance		28,439,793	29,883,236
Support Services		19,383,314	730,223
Fuel, Tanks, and Fuel Systems		—	16,062,286
TOTAL OPERATING EXPENSE	\$	51,362,815	\$ 51,189,151
TOTAL EXPENSE	\$	51,712,815	\$ 51,689,151
RESERVES			
Reserve for Fuel	\$	2,900,000	\$ —
TOTAL RESERVES	\$	2,900,000	\$ —
BALANCE	\$	1,505,994	\$ (1,606,316)
TOTAL EXPENSE, RESERVES, AND BALANCE	\$	56,118,809	\$ 50,082,835

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# General Services

## Revenue and Expense Statement (Non-General Fund)

Fleet Services Replacement Fund		FY2010 Budget*	FY2011 Adopted
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$	35,900,000	\$ 47,783,000
Prior Year Encumbrances		10,000,000	20,665,000
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$</b>	<b>45,900,000</b>	<b>\$ 68,448,000</b>
<b>REVENUE</b>			
Vehicle Assignment	\$	36,834,046	\$ 18,393,736
Transfer for Fire Lease Payment		3,119,490	3,119,490
Sale of Equipment/Material/Fuel		2,000,000	2,000,000
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>41,953,536</b>	<b>\$ 23,513,226</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$</b>	<b>87,853,536</b>	<b>\$ 91,961,226</b>
<b>OPERATING EXPENSE</b>			
Fitting/Acquisition (includes cash payments)	\$	25,400,000	\$ 7,850,000
Equipment & Vehicles Lease Program (EVFP)		9,357,700	6,949,955
<b>TOTAL OPERATING EXPENSE</b>	<b>\$</b>	<b>34,757,700</b>	<b>\$ 14,799,955</b>
<b>EXPENDITURE OF PRIOR YEAR FUNDS</b>			
Expenditure of Prior Year Funds	\$	10,000,000	\$ 20,665,000
<b>TOTAL EXPENDITURE OF PRIOR YEAR FUNDS</b>	<b>\$</b>	<b>10,000,000</b>	<b>\$ 20,665,000</b>
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>44,757,700</b>	<b>\$ 35,464,955</b>
<b>RESERVES</b>			
Reserve for Encumbrances	\$	—	\$ 12,150,000
<b>TOTAL RESERVES</b>	<b>\$</b>	<b>—</b>	<b>\$ 12,150,000</b>
<b>BALANCE</b>	<b>\$</b>	<b>43,095,836</b>	<b>\$ 44,346,271</b>
<b>TOTAL EXPENSE, RESERVES, AND BALANCE</b>	<b>\$</b>	<b>87,853,536</b>	<b>\$ 91,961,226</b>

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# General Services

## Revenue and Expense Statement (Non-General Fund)

Publishing Services Fund	FY2010 Budget*	FY2011 Adopted
<b>BEGINNING BALANCE AND RESERVES</b>		
Balance from Prior Year	\$ (1,000,000)	\$ (818,000)
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ (1,000,000)</b>	<b>\$ (818,000)</b>
<b>REVENUE</b>		
Bindery Operations	\$ 450,000	\$ 450,000
Citywide Photocopy Program	2,900,000	2,900,000
Graphics and Photography	390,000	390,000
Lithography Operations	70,000	70,000
Printing Operations	1,000,000	1,368,091
Quick Copy	665,862	665,862
<b>TOTAL REVENUE</b>	<b>\$ 5,475,862</b>	<b>\$ 5,843,953</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 4,475,862</b>	<b>\$ 5,025,953</b>
Personnel Expense	1,683,291	1,491,455
Non-Personnel Expense	3,792,571	4,352,498
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 5,475,862</b>	<b>\$ 5,843,953</b>
<b>TOTAL EXPENSE</b>	<b>\$ 5,475,862</b>	<b>\$ 5,843,953</b>
<b>BALANCE</b>	<b>\$ (1,000,000)</b>	<b>\$ (818,000)</b>
<b>TOTAL EXPENSE, RESERVES, AND BALANCE</b>	<b>\$ 4,475,862</b>	<b>\$ 5,025,953</b>

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